

Manhasset Public Schools

Rich Roder Principal Manhasset Secondary School

November 6, 2023

Dear Secondary School Families,

Our Parent/Teacher Conferences for Middle and High School will be held on Thursday, November 30, from 5:00 p.m. to 7:30 p.m. and Friday, December 1, during regular school hours.

Beginning Monday, November 20, at 7:00 p.m., you will have access to <u>Teacher Reacher</u>, our online conference scheduling tool. By clicking on the desired conference date, and then a teacher's name, you will be able to see which time slots are available. Conferences will be nine minutes in length.

Instructions outlining how to access your account and begin using *Teacher Reacher* are below.

You are encouraged to log into your account and add your child(ren) **prior to** the sign-up opening on November 20.

Upon securing appointments, go to the "My Schedule" tab to view your appointments. Each conference appointment will have a virtual "Click Here" link listed in the "Meeting Type" column. Click on the "Click Here" link when it is the date and time for the appointment; this will give you access to the virtual meeting with your child's teacher.

Once appointments are scheduled, please click on each teacher's Google Meet link under the "My Schedule" tab to join your virtual appointments on November 30 and/or December 1.

If you do not have access to a computer and need assistance, please call the Counseling Office prior to November 20 at 267-7511 (Middle School) or 267-7610 (High School). If you need technological assistance, please email mapp@manhassetschools.org.

Please note that Quarter 1 Report Cards will be posted to the Manhasset Parent Portal at 3 p.m. on Friday, November 17.

Thank you for your continued partnership.

Sincerely,

Rich Roder Principal

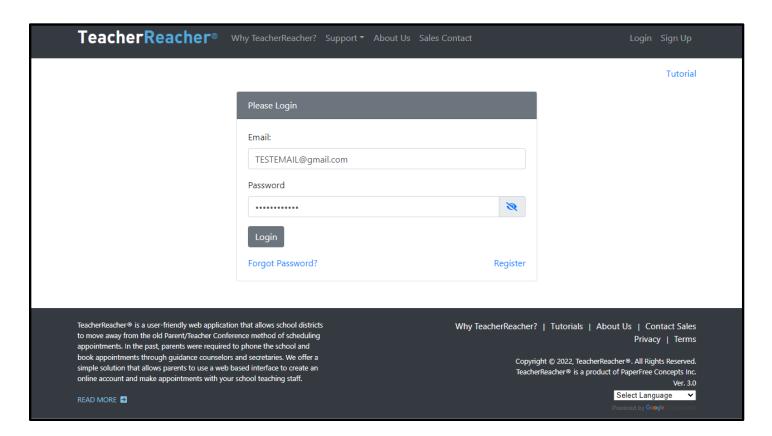
Login:

To Access Your Teacher Account

- Click the "Login" link at the upper right corner of the page
- Enter your email and password
- Use the **Forgot Password** link to reset your password if needed.
- Be sure to "Add" your student(s) to your account prior to November 20

NOTE: If parents have an existing Teacher Reacher account then parents do NOT need to create a new account using the "Sign Up" button.

However, if parents do not have an existing account, parents will need to click the "Sign Up" button to create an account.

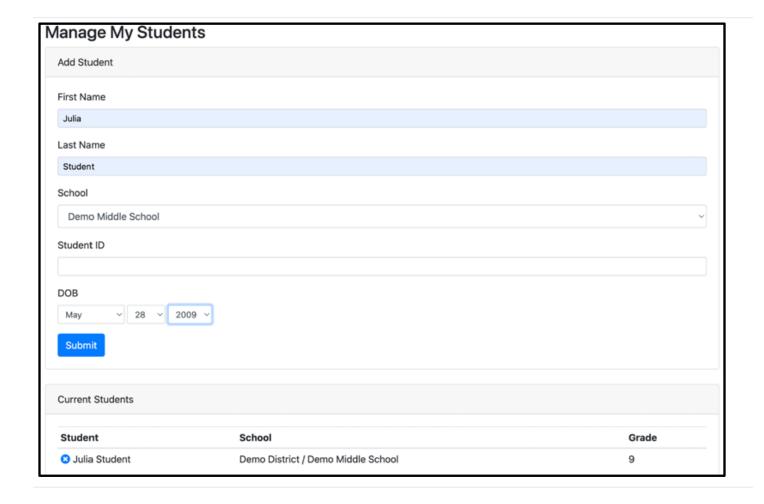


My Students:

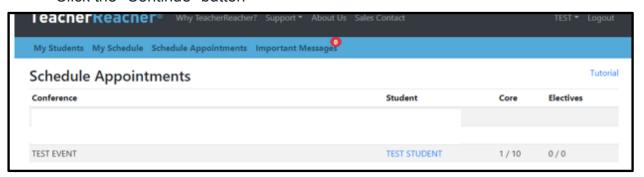
Add your student(s) to your account

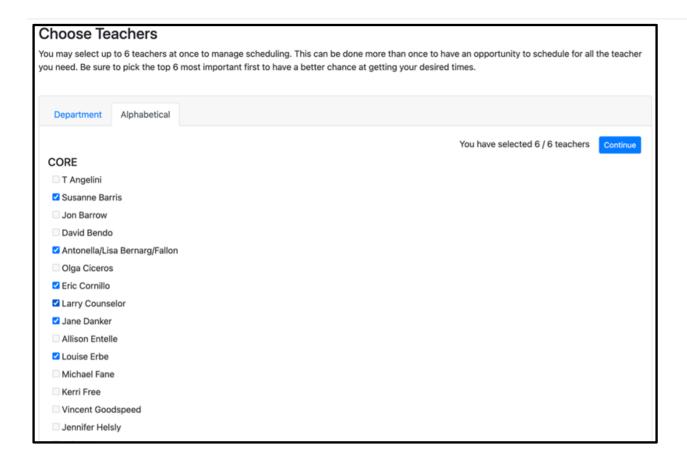
- Enter Child's Name (as registered in the school district)
- Select the school- Manhasset Secondary School
- Enter the child's Student ID OR Date of Birth
- · Click "Submit"
- Repeat to add additional students if needed
- You will see students that have been added display under Current Students at the bottom of the page.

NOTE: Appointments will not be able to be scheduled if a student is not added to your account.



- Click on your student's name for the desired conference date(s)
- View appointment schedules for up to 6 teachers at a time
- Place a check next to the teachers' names
- Click the "Continue" button





Schedule Appointments:

Once permissions open, appointments can be scheduled

- Click on a time listed under a teacher's name to make the appointment
 - When a time slot is clicked, the appointment is confirmed
- If you choose a time by mistake, click the icon to remove the appointment
- Click the "Done" button over towards the right once appointments have been made
- Repeat these steps to make additional appointments

Jon Barrow Core	Olga Ciceros Core	Eric Cornillo Core	Larry Counselor Core	Jane Danker Core	Louise Erbe Core
		10	/03/2022		
	1:00 PM		1:00 PM		
Yours 3 1:05 PM					
	1:10 PM		1:10 PM		
		Yours S 1:15 PM			
					Yours 3 1:20 PM
				Yours S 1:25 PM	
	1:30 PM		1:30 PM		

My Schedule:

View your schedule of upcoming appointments

- Be sure the "Virtual" Meeting Type is selected
- Each virtual appointment will have a link to click to access the meeting
- On the conference dates, click the "Click Here" link to join the virtual meeting for each appointment
- You can also delete your appointments if you no longer wish to meet with a teacher

